ENTERED
APR 14 2003
SAMUEL L. KAY, CLERK
U. S. District & Bankruptcy Courts
Southern District of West Virginia

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

IN RE: GENERAL ORDER ADDRESSING JUDICIAL CONFERENCE PRIVACY POLICY REGARDING PUBLIC ACCESS TO ELECTRONIC CASE FILES

O R D E R

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

a. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.

c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.

d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court will require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

The Clerk of Courts shall forward certified copies of this order to the Administrative Office of the United States Courts and to the Clerk's offices of the various divisions within the Southern District of West Virginia.

ENTER:

DAVID A. FABER
CHIEF JUDGE, U. S. DISTRICT COURT

CHARLES H. HADEN II
UNITED STATES DISTRICT JUDGE

JOHN T. COPENHAVER, JR.
UNITED STATES DISTRICT JUDGE

JOSEPH R. GOODWIN
UNITED STATES DISTRICT JUDGE

ROBERT C. CHAMBERS
UNITED STATES DISTRICT JUDGE

ROBERT J. STAKER
SENIOR UNITED STATES DISTRICT JUDGE

ELIZABETH V. HALLANAN
SENIOR UNITED STATES DISTRICT JUDGE